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16 August 1957

MEMORANDUM TO:

FROM : Area Records Officer, ORR

SUBJECT : Records Maintenance and Disposition

1. Transmitted to you herewith are data reflecting volume of records maintained in your component at the time your Records Control Schedule was written in 1955; volume of records on hand at the end of Fiscal Year 1957; volume of records destroyed in your offices during Fiscal Year 1957; and volume of records retired to the Records Center by your component during Fiscal Year 1957.

2. You are encouraged to use this information in evaluating the effectiveness of the management of records in your component.

3. It is planned to make a similar report of records activity to ORR component chiefs annually, following the end of each fiscal year.

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COMPONENTS	INVENTORY OF ORR RECORDS COMPLETED 1955	INVENTORY OF ORR RECORDS END OF FY 1957	ORR RECORDS DESTROYED IN CURRENT FILES AREAS FY 1957	ORR RECORDS RETIR TO RECORDS CENTE FY 1957
OAD	23.2	41.1	9.2	12.0
St/A	78.0	143.7	5.0	17.0
St/I	140.7	210.4	-	29.0
St/C	99.3	126.5	14.0	26.0
EU /S	34.1	65.4	14.5	2.0
St/FM	907.6	866.1	179.0	-
TOTAL OAD and Staffs	1282.9	1453.2	221.7	86.0
Chief/E	11.4	28.2	1.0	-
St/FB	59.7	76.4	1.0	-
St/PR	34.1	58.0	13.5	-
St/CS	39.9	174.0	21.5	-
TOTAL - Chief/E and Staffs	145.1	336.6	37.0	
D/A (1955 inventory Includes A/C)	445.1	743.5	43.3	49.0
D/I	715.8	1049.5	76.8	3.0
D/M	958.6	1137.4	80.5	14.0
D/S	1275.3	1511.5	175.2	13.0
TOTAL ECONOMIC RESEARCH AREA	3539.9	4778.5	412.8	79.0
Chief/G (Includes Information Control Section)	88.6	91.4	8.5	2.0
D/GC	1248.7	1596.0	29.4	-
D/GG	1138.9	1477.8	94.0	36.0
D/GL	14,056.5	15,099.7	64.5	4.0
D/GP	154.0	1330.5	11.0	-
TOTAL GEOGRAPHIC AREA	16,686.7	19,595.4	207.4	42.0
TOTAL ORR	21,509.5	25,827.1	841.9	207.0

All quoted measurements are cubic feet

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GEOGRAPHIC RESEARCH AREA

COMPONENTS	INVENTORY OF ORR RECORDS COMPLETED 1955	INVENTORY OF ORR RECORDS END OF FY 1957	ORR RECORDS DESTROYED IN CURRENT FILES AREAS FY 1957	ORR RECORDS RETIR TO RECORDS CENTE FY 1957
Chief/G	49.7	73.0	8.5	2.0
Information Control Section	38.9	18.4	-	-
TOTAL, Chief/G	88.6	91.4	8.5	2.0
Cartography Division				
O/Ch/D/GC	859.8	870.5	5.7	-
GC/S	87.4	130.0	7.1	-
GC/F	76.0	208.0	1.3	-
GC/E	78.6	152.0	2.0	-
GC/C	96.5	123.0	3.5	-
GC/X	50.4	112.5	9.8	-
TOTAL D/GC	1248.7	1596.0	29.4	
Geography Division				
O/Ch/D/GG	175.2	61.1	5.0	3.0
GG/X	-	77.6	-	-
GG/C	7.4	40.2	7.0	6.0
GG/R	-	58.1	-	-
GG/S	226.0	319.3	33.0	8.0
GG/E	266.0	416.5	34.0	10.0
GG/F	143.5	169.3	10.5	2.0
GG/NH	320.8	335.7	4.5	7.0
TOTAL D/GG	1138.9	1477.8	94.0	36.0
Map Library Division				
O/Ch/D/GL	15.0	32.0	-	-
GL/P	219.8	191.8	24.0	4.0
GL/C	12,224.9	13,255.1	39.5	-
GL/R	1596.8	1620.8	1.0	-
TOTAL D/GL	14,056.5	15,099.7	64.5	4.0
Photographic Intelligence Div.				
O/Ch/GP	-	71.3	-	-
Task Group	-	288.0	-	-
GP/S	-	260.2	-	-
GP/I	-	174.6	-	-
GP/G	-	133.0	-	-
GP/SP	-	337.0	-	-
GP/TI	-	66.3	-	-
TOTAL D/GP	154.0	1330.5	11.0	-

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ECONOMIC RESEARCH AREA

COMPONENTS	INVENTORY OF ORR RECORDS COMPLETED 1955	INVENTORY OF ORR RECORDS END OF FY 1957	ORR RECORDS DESTROYED IN CURRENT FILES AREAS FY 1957	ORR RECORDS RETIRE TO RECORDS CENTER FY 1957
Analysis Division				
O/Ch/D/A	11.4	23.0	-	6.0
A/U	136.6	317.0	-	37.0
A/E	53.1	161.0	6.3	6.0
A/F	124.5	144.5	24.5	-
A/P	65.8	98.0	12.5	-
A/C (abolished)	53.7	-	-	-
TOTAL D/A	445.1	743.5	43.3	49.0
Industrial Division				
O/Ch/D/I	42.8	100.0	-	3.0
I/ME	35.7	147.5	3.0	-
I/AR	59.2	88.6	6.1	-
I/GM	-	42.0	-	-
I/WA	67.1	87.8	4.0	-
I/SH	84.1	105.2	-	-
I/EE	84.8	122.3	15.0	-
I/MM	98.7	123.5	6.8	-
I/TH	168.7	139.7	13.0	-
I/CI	74.7	92.7	28.9	-
TOTAL D/I	715.8	1049.3	76.8	3.0
Materials Division				
O/Ch/D/M	16.1	38.5	4.0	-
M/NF	116.6	103.5	2.0	1.0
M/FM	95.4	128.2	33.5	-
M/P	189.7	239.2	10.0	5.0
M/S	72.8	108.5	9.0	-
M/EP	62.1	78.7	10.5	-
M/AG	231.7	217.4	-	5.0
M/CH	174.2	223.1	11.5	3.0
TOTAL D/M	958.6	1137.4	80.5	14.0
Services Division				
O/Ch/D/S	57.2	68.7	5.0	3.0
S/CST	60.2	55.2	9.5	-
S/COM	73.9	97.5	22.7	1.0
S/TF	222.0	341.2	47.0	2.0
S/TD	399.2	414.6	80.0	-
S/OM	157.4	183.2	8.0	-
S/TR	305.4	351.0	3.0	7.0
TOTAL D/S	1275.3	1511.4	175.2	13.0

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